

## **POSITION GUIDE NONAPPROPRIATED FUNDS**

JOB NUMBER

FLSA: Non-Exempt

Title: Laborer

PAYPLAN/SERIES/LEVEL: NA-3502-02

Major Duties:

Performs some or all of the following duties alone or as a member of a work crew:

1. Mows grass, lays sod, weeds flowerbeds, trims and edges walkways and lawns. Prunes shrubs and trees; applies fertilizer, waters plants, cleans out drainage ditches, shovels snow from walks and driveways.
2. Loads and unloads conveyances; moves materials using wheelbarrows, hand trucks or dollies; stacks and arranges supplies for storage; collects refuse and recyclable materials.
3. Digs, fills and tamps soil and gravel in earth excavations; levels ground using pick, shovel, tamper and rake.
4. Cleans rugs and drapes. Cleans, waxes and polishes floors using heavy industrial-powered equipment. Adjusts, cleans, oils and changes attachments on machines. Washes and replaces room fixtures using ladders and scaffolds. Uses chemicals and cleaning solutions. Maintains stock of cleaning materials and implements used. Notifies supervisor when additional materials are needed.
5. Moves heavy items of furniture and office equipment as required.

**Skill and Knowledge:** Manual skill to lift and move moderately heavy objects. Skill and knowledge to safely operate simple power equipment and hand tools (lawn mowers, leaf blowers, edges and trimmers, scrubbers and buffers, steam cleaners and vacuums). A basic knowledge is required of routine maintenance procedures for power equipment.

**Responsibility:** Routine work is completed independently following proper safety procedures. Specific instructions are provided with new assignments. Completed work is reviewed for compliance with instructions and established practices. Responsible to check and perform simple maintenance on equipment. Maintenance repairs that require disassembly or realignment are reported to the supervisor.

**Physical Effort:** Requires frequent lifting and carrying of items weighing up to 40 pounds and occasionally 50 pounds. Required to stand, walk, bend and kneel for lengthy periods of time.

**Working Conditions:** Works indoors and outdoors. May be exposed to adverse weather conditions when working outdoors. Exposed to drafts, noise, dust, and dirt. Possibility of bruises, muscle strains, cuts and scrapes. Required to follow safety procedures and use standard safety equipment such as gloves, ear protectors, and safety glasses to avoid possible hazards in the work area.

**EVALUATION STATEMENT:**

**Determination of Title and Series:** This position requires the incumbent to perform a variety of duties in different work settings requiring physical effort and the ability to perform laboring duties with minimal skill. The most appropriate standard for these duties is Laborer, NA-3502.

**Determination of Grade:** The position was evaluated at the grade two level because of the simple powered equipment used and the physical effort required. Skill and knowledge and the physical effort required are a match to that described at the WG-02 level of the referenced standard.